ICS 100- 400 Training Course Content

ICS-100 - Introduction to Incident Command System, *Independent Study through EMI*

Audience: Entry level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel and other emergency responders) and other emergency personnel that require an introduction to the basic components of the Incident Command System.

Course Objective: Orient the student to the Incident Command System (ICS).

Course Topical Areas and Specific Objectives:
Purpose of ICS
• Identify requirements to use ICS.
• Identify three purposes of ICS.
• Identify common incident tasks.

Basic Features of ICS
• Describe the basic features of ICS.

Incident Commander and Command Staff Functions
• Describe the role and function of the Incident Commander.
• Describe the role and function of the Command Staff.

General Staff Functions
• Describe the role and function of the Operations Section.
• Describe the role and function of the Planning Section.
• Describe the role and function of the Logistics Section.
• Describe the role and function of the Finance/Administration Section.

Facilities
• Describe the six basic ICS facilities.
• Identify facilities that may be located together.
• Identify facility map symbols.

Common Responsibilities
• Describe common mobilization responsibilities.
• Describe common responsibilities at an incident.
• List individual accountability responsibilities.
• Describe common demobilization responsibilities.

ICS - 200 - Basic Incident Command System, *Independent Study through EMI*

Audience: First line supervisors, single resource leaders, lead dispatchers, field supervisors, company officers and entry level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of Incident Command System training.

Course Objectives:
• Describe an Incident Command System (ICS) organization appropriate to the complexity of an incident or
event.
• Use the ICS to manage an incident or event.

Course Topical Areas and Specific Objectives:
Leadership and Management
• Describe chain of command and formal communication relationships.
• Identify common leadership responsibilities.
• Describe span of control and modular development.
• Describe the use of position titles.

Delegation of Authority and Management by Objectives
• Describe scope of authority.
• Describe delegation of authority process.
• Describe and explain management by objectives.

Functional Areas and Positions
• Identify the ICS tools to manage an incident.
• Demonstrate the function of organizational positions within ICS.
• Demonstrate the use of an ICS 201 form.

Briefings
• Give an Operational Briefing.
• Describe components of field, staff and section briefings/meetings.

Organizational Flexibility
• Explain how the modular organization expands and contracts.
• Given a scenario, complete a complexity analysis.
• Define the five types of incidents.
• Describe the importance of preparedness plans and agreements.

Transfer of Command
• List the essential elements of information involved in transfer of command.
• Describe the process of a transfer of command.

ICS-300 - Intermediate Incident Command System, *Classroom based instruction only*

Audience: Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and Multi-Agency Coordination System/Emergency Operations Center staff.

Course Objectives:
• Describe how the NIMS Command and Management component supports the management of expanding
incidents.
• Describe the incident/event management process for expanding incidents and supervisors as prescribed by the Incident Command System.
• Implement the incident management process on a simulated Type 3 incident.
• Develop an Incident Action Plan for a simulated incident.

Course Topical Areas and Specific Objectives:
ICS Fundamentals Review
• Describe how ICS fits into the Command and Management Component of NIMS.
• Match responsibility statements to each ICS organizational element.
• Describe how incidents can best be managed by appropriate and early designation of primary staff members and delegating authority to the lowest practical level.
• List the minimum staffing requirements within each organizational element for at least two incidents of different sizes.
• List the ICS positions which may include deputies and describe deputy roles and responsibilities. Describe
differences between deputies and assistants.
• Describe ICS reporting and working relationships for Technical Specialists and Agency Representatives.
• Describe reporting relationships and information flow within the organization.

Unified Command
• Define and identify the primary features of Unified Command.
• Describe how Unified Command functions on a multi-jurisdiction or multi-agency incident.
• List the advantages of Unified Command.
• Given a simulated situation, demonstrate roles and reporting relationships under a Unified Command which
involves agencies from within the same jurisdiction and under multi-jurisdiction conditions.

Incident/Event Assessment and Agency Guidance in establishing Incident Objectives
• Describe methods and tools used to assess incident/event complexity.
• Describe types of agency(s) policies and guidelines that influence management of incident or event activities.
• Describe the five steps in transferring and assuming incident command.
• Describe the process for developing incident objectives, strategies and tactics.
• As part of an exercise, develop Incident Objectives for a simulated incident.

Incident Resources Management
• Identify and describe four basic principles of resource management.
• Identify the basic steps involved in managing incident resources.
• Recognize agency specific aviation policies and procedures as they relate to safety.
• Describe the importance of establishing proper span of control for aviation resources and facilities.
• Describe how the ICS 215 Operational Planning Worksheet is used to manage incident/event resources.
• Describe how the ICS 215A Incident Safety Analysis is used with the ICS 215 to mitigate hazards to tactical operations.
• Identify the organizational elements at the incident that can order resources.
• Describe the differences between single and multipoint resource ordering and the reasons for each.
• Identify 5 key considerations associated with resource management and the reasons for each.

Planning Process
• Identify the importance of planning for incidents/events.
• Explain the differences between planning for incidents or events.
• Discuss major planning steps including logistical concerns, cost benefit analysis, understanding the situation, developing and implementing the plan and evaluating the plan.
• Explain the criteria for determining when the IAP should be prepared in writing.
• Describe the role and use of ICS forms and supporting materials included in an IAP for effective incident/events management.
• Describe the strategy meeting, tactics meeting, planning meeting, operational briefing and team meetings.
• Given a scenario, describe appropriate strategies and tactics to meet Incident Objectives.
• Using the strategies and tactics from the scenario, conduct a tactics meeting and complete an ICS 215 Operational Planning Worksheet and ICS 215A Incident Safety Analysis.
• Participate in a planning meeting using the planning process, and develop a written IAP for an incident/event using the appropriate ICS forms and supporting materials.
• Using the IAP, conduct an operational period briefing.

Demobilization, Transfer of Command and Close Out
• Describe the importance of demobilization planning.
• Identify the impact of agency specific policies, procedures and agreements upon demobilization planning.
• Identify the ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties.
• List the major sections in a demobilization plan.
• Identify the need for transfer of command or close out.
• Identify the processes involved in a close out meeting.

ICS-400 - Advanced Incident Command System, *Classroom based instruction only*

Audience: Command and general staff, agency administrators, department heads, emergency managers, areas commander and Multi-Agency Coordination System/Emergency Operations Center managers.

Course Objectives, Topical Areas and Specific Objectives:
ICS Fundamentals Review for Command and General Staff
• Describe how Unified Command functions on a multi-jurisdiction or multi-agency incident.
• Define the advantages of Unified Command and list the kinds of situations which may call for a Unified Command organization.
• List the major steps involved in the planning process.
• Describe issues that influence incident complexity and the tools available to analyze complexity.
• Describe types of agencies, policies, guidelines and agreements that influence management of incident or
event activities.
• Describe the primary guidelines and responsibilities of the Command and General Staff positions.
• Describe the purposes and responsibilities of agency representatives or technical specialists, reporting relationships and how they can be effectively used within the incident organization.
• Describe the process for transfer of command.

Major and/or Complex Incident/Event Management
• List the principal factors found in or related to major and/or complex incidents/events.
• List the four expansion options for incident/event organization and describe the conditions under which they would be applied.
• Demonstrate, through an exercise, how to apply the various options related to major and/or complex incident/event management.

Area Command
• Define Area Command.
• List the principal advantages of using Area Command.
• Describe how, when and where Area Command would be established.
• Describe the Area Command organization.
• Identify six primary functional responsibilities of Area Command.
• Given a scenario, develop an Area Command organization.

Multi-Agency Coordination
• Describe the kinds of incident/event management problems that can occur due to a lack of Multi-Agency Coordination.
• Define essential terms related to Multi-Agency Coordination.
• Identify the major guidelines for establishing and using Multi-Agency Coordination Groups and Systems.
• Provide examples of the different levels at which Multi-Agency Coordination is commonly accomplished.
• Identify the primary components of a Multi-Agency Coordination System.
• Describe examples of entities that may provide Multi-Agency Coordination.
• List the responsibilities of Multi-Agency Coordination entities.
• Identify principal positions within a Multi-Agency Coordination System.
• Identify differences between Area Command, Unified Command and Multi-Agency Coordination entities.